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Aerospace Medicine

**WORKPLACE WRITTEN HAZARD
COMMUNICATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides local information and guidance consistent with Air Force Occupational Safety and Health (AFOSH) Standard 161-21, Hazard Communication, and applies to all units assigned or attached to McChord AFB, to include tenants.

1. References:

- 1.1. AFI 91-301, Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program.
- 1.2. AFOSH Standard 48-8, Controlling Exposures to Hazardous Materials.
- 1.3. AFOSH Standard 48-22, Occupational Exposure to Hazardous Chemicals in Laboratories.
- 1.4. AFOSH Standard 161-21, Hazard Communication.
- 1.5. OSHA Standard 29 CFR 1910.1200, Hazard Communication Standard.
- 1.6. Federal Standard (FED-STD) FED-STD-313C, Federal Standard, Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities.
- 1.7. Hazardous Material Pharmacy (HMP) Implementation Plan, HQ USAF/LG policy letter, 31 May 95.

2. General. AFOSH Standard 161-21 implements the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 CFR 1910.1200.

- 2.1. Each workplace using or handling hazardous materials will establish a hazard communication program (HCP) consisting of a written program, employee training, chemical hazard determination, Material Safety Data Sheets (MSDS), hazardous chemical warning labels and work area hazardous chemical inventory.

2.2. Workplaces do not require an HCP if workers only encounter hazardous chemicals in isolated instances (i.e., offices) or only use substances in a manner similar to the general public (i.e., non-routine lawn care). Air Force chemical laboratories are also exempt from this instruction, but must create a Chemical Hygiene Plan according to AFOSH Standard 48-22, Occupational Exposure to Hazardous Chemicals in Laboratories.

2.3. Commanders and supervisors should consult the 62d Medical Group, Bioenvironmental Engineering Services (62 MDG/SGOAB; extension 4-3921) regarding the applicability of this instruction to a particular work area.

3. Written HCP Requirements:

3.1. Supervisors of workplaces required to establish a HCP will maintain a binder containing:

3.1.1. AFOSH Standard 161-21.

3.1.2. This instruction.

3.1.3. Work area specific hazardous chemical inventory, including stock numbers and manufacturers.

3.1.4. Material Safety Data Sheets (MSDS) for each hazardous material and (or) reference to the location and operation of a workplace CD-ROM Hazardous Material Information System (HMIS).

3.1.5. List of non-routine tasks involving hazardous materials.

3.2. Bioenvironmental Engineering Services (BES) will assist supervisors in establishing the written HCP and review the program during annual industrial hygiene surveys. BES will assign a Risk Assessment Code (RAC) to HCP deficiencies in accordance with AFI 91-301, Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program.

3.3. Supervisors transferring out of the workplace will provide the HCP binder to new supervisors and ensure the binder is not lost during the transfer.

4. Work Area Hazardous Chemical Inventory:

4.1. The supervisor will develop the hazardous chemical inventory for each work area. BES and the 62d Supply Squadron Hazardous Materials (HAZMAT) Pharmacy (62 SUPS/LGSDH) may assist the supervisor and review this inventory at least annually.

4.2. The inventory must include the identity of each hazardous chemical used in the work area. As a minimum, the list must include the national stock number, nomenclature and manufacturer's name. The supervisor may request a list compiled from the computerized AF Form 2761, Hazardous Materials Data, maintained by BES personnel at the HAZMAT Pharmacy.

4.3. Supervisors will maintain the hazardous chemical inventory in the work area and update it as necessary. When the shop procures new hazardous chemicals, the supervisor will consult with BES and if necessary, add the new chemicals to the inventory.

5. Material Safety Data Sheets (MSDS):

5.1. Supervisors must ensure they receive appropriate (manufacturer specific) MSDSs for all hazardous chemicals in the shop. Shops should not accept hazardous materials for which they do not possess an MSDS. If a shop does NOT receive an MSDS with the first shipment of a hazardous material, the supervisor will notify the HAZMAT Pharmacy to procure a copy. If the HAZMAT Pharmacy is unable to obtain a copy, the supervisor should contact BES, who will assist the supervisor in obtaining the MSDS from the manufacturer.

5.2. Workplaces do NOT require MSDSs for:

5.2.1. Food, drugs or cosmetics intended for personal consumption in the workplace.

5.2.2. Drugs in tablet or pill form or any drugs packaged for consumer use.

5.2.3. Consumer products, which workers use in a manner comparable with normal consumer use, resulting in a duration and frequency of exposure which is no greater than exposures experienced by the general public (i.e., gasoline/oil for lawn mowers, shoe and furniture polish).

5.3. The shop or section will maintain copies of MSDSs for all hazardous chemicals in the shop and (or) a workplace CD-ROM (HMIS).

5.3.1. If a single shop maintains the MSDSs, the supervisor must ensure the MSDSs are in a location accessible to all workers during all work shifts.

5.3.2. If there are multiple shops in a centralized location, such as a hanger, the shops may maintain the MSDSs in a centralized location, such as a tool crib. All shops at that location and all work shifts must have ready access to MSDSs.

5.3.3. Annually, during industrial shop surveys, BES will ensure shops have an MSDS for each chemical. If MSDSs are not available, BES will assist the supervisor in obtaining them.

5.4. BES and the HAZMAT Pharmacy maintain and update the master MSDS file for all hazardous chemicals on McChord AFB. This master file consists of HMIS(LR version) and Occupational Safety and Health Administration (OSHA) Form 174, Material Safety Data Sheet, or equivalent Forms. Workers desiring information from the master MSDS file should contact Bioenvironmental Engineering Services at extension 4-3921 (during the day shift 0730-1630). Workers and supervisors may direct emergency requests for MSDSs, during alternate work shifts, to the "on-call" BES representative through the Acute Care Clinic (extension 4-5601). BES personnel or a qualified representative will review the MSDSs with the employee and explain the information on the MSDS.

6. Employee Information and Training:

6.1. Unit commanders will ensure the supervisors of work areas using hazardous materials receive training using AFOSH Standard 161-21-1G, Department of Defense, Federal Hazardous Communication Training Program (DODFHCTP) Trainer's Guide, and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the DODFHCTP. The Public Health office (62 MDG/SGOAM) provides supervisor training. Supervisors should call Public Health at extension 4-3717 to schedule HCP supervisor training.

6.2. Supervisors will ensure subordinate workers receive HCP training **before** the workers handle or are occupationally exposed to hazardous materials. The supervisor, the organizational occupational health coordinator, or other formal organization training structures (i.e., maintenance trainers) may

provide the training. Workers' HCP training must use AFOSH Standard 161-21-1G, and video program, or equivalent HQ USAF/SGPA approved program containing the elements of the DODFHCTP.

6.2.1. Supervisors should supplement this training to provide information on work area specific chemical hazards. It is not necessary to conduct training on each specific chemical in the workplace, but training must include categories of hazard (i.e., carcinogens, corrosives, skin irritants, flammables) encountered in the workplace. Listed here are 24 types of physical and health hazard categories covered under the OSHA Hazard Communication Standard.

Physical Hazard Categories	Health Hazard Categories
1. Combustible Liquid	1. Carcinogen
2. Compressed Gas	2. Toxic or Highly toxic
3. Explosive	3. Irritant
4. Flammable Gas	4. Sensitizer
5. Flammable Liquid	5. Target Organ: Hepatotoxins (liver)
6. Flammable Solid	6. Target Organ: Nephrotoxins (kidney)
7. Organic Peroxide	7. Target Organ: Neurotoxins (nervous system)
8. Oxidizer	8. Target Organ: Blood or hemato-poietic system
9. Pyrophoric (ignites in air)	9. Target Organ: Agents which damage the lung.
10. Unstable (reactive)	10. Target Organ: Reproductive-mutagen (chromosomal damage)
11. Water-reactive	11. Target Organ: Reproductive-teratogen (effect fetuses)
	12. Target Organ: Cutaneous (skin)
	13. Target Organ: Eyes

Before presenting supplemental training, the supervisor will ensure Bioenvironmental Engineering Services and Public Health reviews the information for technical accuracy.

6.2.2. Workers' HCP training will include:

6.2.2.1. How to obtain an MSDS from BES and HAZMAT Pharmacy.

6.2.2.2. The location of MSDSs and hazardous chemical inventory in the shop.

6.2.2.3. How to use and interpret an MSDS.

6.2.2.4. How to detect the presence or release of hazardous chemicals.

6.2.2.5. The specific physical and health hazard categories of hazardous chemicals in the work area (See Attachment 1).

6.2.2.6. How they can protect themselves through work practices, emergency procedures and personal protective equipment.

6.2.3. The Air Force Hazard Communication Program is an integral part of Safety, Fire Protection and Health On-The-Job Training as defined in AFI 91-301. Supervisors should review this instruction for additional guidance on training requirements.

6.3. Supervisors will document all initial and workplace specific HCP training on AF Form 55, Employee Safety and Health Record, or on a computerized training record as prescribed in AFOSH Standard 161-21, paragraph 5.e.(7).

6.4. Retraining: Supervisors do NOT have to retrain workers if they received initial DODFHCTP and supplemental training at a previous workplace. However, the current supervisor must ensure new workers' level of knowledge meets the requirements of AFOSH Standard 161-21 and this instruction.

6.4.1. Supervisors must retrain workers when chemicals introduce new hazards into the workplace or new workers have not received previous training on the existing workplace hazards. Supervisors may limit retraining to new hazards not previously addressed.

7. Disposition of AF Form 55, Employee Safety and Health Record, Upon PCS, PCA, Separation or Retirement:

7.1. During outprocessing, the departing member will hand carry the original AF Form 55 (or hard copy of computerized training record) to 62 MDG Public Health, Building 160.

7.2. Public Health will forward the original AF Form 55 to BES for filing in the historical industrial or administrative case file of the losing organization.

7.3. If the departing member will PCS or PCA to another workplace with hazardous materials, the member should take a copy of their AF Form 55 (or hard copy of computerized training record) to the gaining supervisor as proof of initial HCP training.

8. LABELS AND OTHER FORMS OF WARNING:

8.1. The purpose of a label under the HCP is to serve as an immediate visual warning of hazards associated with the chemical. Labels also provide a link to more detailed information available on the MSDS and other sources.

8.2. The workplace supervisors and the HAZMAT Pharmacy will ensure all containers are labeled according to 29 CFR 1910.1200 (Hazard Communication Standard) and AFOSH Standard 161-21, paragraph 5.d.

8.2.1. As a minimum, hazardous material labels must include:

8.2.1.1. Product trade name and part number.

8.2.1.2. Appropriate hazard warnings.

8.2.1.3. Name, address and phone number of the manufacturer or other responsible party.

8.2.2. If manufacturers' labels do not meet the requirements paragraph **8.2.1.** above, the HAZMAT Pharmacy will complete and affix DD Form 2521 or 2522, Hazardous Chemical Warning Label, to the hazardous material container. The HAZMAT Pharmacy will prepare hazardous material warning labels based on the intrinsic properties of the chemicals in the material, not on predicted level of risk experienced by particular users of the materials.

8.3. Workplaces where personnel transfer hazardous materials into containers for immediate use are exempt from labeling requirements. OSHA and the Air Force defines immediate use as container used by a single person, during a single work shift. Any container of hazardous material placed in storage or used by more than one work shift **must** meet the minimum labeling requirements of paragraph [8.2.1](#).

9. Non-Routine Tasks Involving Hazardous Materials:

9.1. Non-routine tasks are:

9.1.1. Infrequent tasks included within a work area's normal activities, for example, emptying, adding material to, or cleaning a solvent tank/material hopper or cleaning up hazardous material spills.

9.1.2. Temporary duties (including base details) outside an individual's normal Air Force Specialty Code (AFSC) or job series.

9.2. As part of the written HCP, the work area supervisor will create a list of all non-routine tasks which involve hazardous materials. The supervisor will ensure work area instructions thoroughly describe associated hazards and controls of non-routine tasks. Workplaces do not need work area instructions if technical orders or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

9.3. When workers temporarily perform duties involving hazardous materials, outside their normal jobs, the supervisor of the activity will ensure these workers received the following training **prior** to beginning the activity:

9.3.1. The initial DODFHCTP described in AFOSH Standard 161-21, Hazard Communication, paragraph 5.e.

9.3.2. Supplemental training, as necessary, on work area specific chemical hazards (see Attachment 1) and associated controls. The training must include the elements listed in paragraph [6.2.2](#).

9.3.3. For workers assigned non-routine tasks with different workplaces and supervisors, the supervisors of the non-routine activities will forward all HCP training information to workers' formal supervisors. Workers' formal supervisors will update the individual's AF Form 55 or equivalent computerized training record with the additional HCP training.

10. Contractor Operations. Contractors train their own personnel according to the OSHA Hazard Communication Standard, 29 CFR 1910.120 and WAC 269-62, Volume 1, Part C, Hazard Communication.

10.1. Units requesting potentially hazardous products as end items will include notice of potentially hazardous materials in their purchase request to Contracting. Contracting will include FAR clause 52.223-3 in orders that require the delivery of potentially hazardous products as end items and will provide copies of resultant MSDSs to 62 MDG/SGOAB.

10.2. The 62d Contracting Squadron will include the following notice in solicitations for service and construction contracts "Contractors are reminded of their responsibility under WAC 296-62-045405. When hazardous materials are to be used in the completion of the work contemplated by this solicitation, contractors will provide MSDSs for all hazardous materials used in the performance of the resultant contract to the QAE/CCI prior to using the hazardous material on the government installation.

10.3. At the pre-performance conference, and subsequently during the contract performance period, the project quality assurance evaluator will advise work area supervisors and Air Force employees monitoring the performance of contractors, of hazardous chemicals used by the contractor.

10.4. If requested, the Administrative Contracting Officer (ACO) will advise contractors of hazardous materials, used in ongoing Air Force operations, that the contractor may encounter at the project site. The ACO may request assistance from the work area supervisor and BES.

STEVEN R. SEM, Colonel, USAF
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